

A. G. Contract No. KR94 1687TRN
ECS File: JPA 94-115
Project/TRACS: SPR/P4494 18P
Section: Central Yavapai County
Transportation Study

INTERGOVERNMENTAL AGREEMENT

BETWEEN

THE STATE OF ARIZONA

AND

YAVAPAI COUNTY, ARIZONA

THIS AGREEMENT is entered into 18 AUGUST, 1994, pursuant to Arizona Revised Statutes, Sections 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and YAVAPAI COUNTY, ARIZONA, acting by and through its BOARD OF SUPERVISORS (the "County").

I. RECITALS

1. The State is empowered by Arizona Revised Statutes Section 28-108 and 28-112 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has delegated to the undersigned the authority to execute this agreement on behalf of the State.

2. The County is empowered by Arizona Revised Statutes Section 11-251 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has authorized the undersigned to execute this agreement on behalf of the County.

3. The State and the County desire to jointly participate in selecting and hiring a consultant to conduct a Central Yavapai County Transportation Study, to develop and formulate a five year expenditure program for area streets and roads, a mid-range program of street and roadway construction projects; a long-range transportation plan, all in accordance with the Scope of Work, which is attached hereto as Exhibit A and made a part hereof, at an estimated cost of \$120,000.00, hereinafter referred to as the Project.

THEREFORE, in consideration of the mutual agreements expressed herein, it is agreed as follows:

NO. <u>18844</u>
FILED WITH SECRETARY OF STATE
Date Filed <u>08/18/94</u>
<u>Richard Mahoney</u> Secretary of State
By <u>Vicky Greenwood</u>

II. SCOPE

1. The State will:

a. Participate with the County in the selection of a professional transportation planning consultant to accomplish the Project.

b. Review Project progress reports and submittals and provide comments to the County or the consultant as appropriate. Review and approve the final report prior to the County's final payment to the consultant.

c. Contribute a maximum of \$60,000.00 to the Project. Be responsible for any consultant claims for extra compensation attributable to the State.

d. No more often than monthly, reimburse the County on an actual cost basis, in a total amount not to exceed \$60,000.00, within thirty (30) days after receipt and approval of invoices.

2. The County will:

a. Using State approved procedures in the form of Exhibit A, which is attached hereto and made a part hereof, advertise for, and with the concurrence of the State, select and hire a professional transportation planning consultant to accomplish the Project. Be the lead agency for the Project.

b. Provide the State timely copies of Project progress reports and submittals, and insure the incorporation of State review comments. Provide the State a copy of the final report, and obtain the State's approval prior to making final payment to the consultant. Accept the final report on behalf of the parties hereto.

c. Be responsible for all costs over and above the State's \$60,000.00 share, and for any consultant claims for extra compensation attributable to the County.

d. No more often than monthly, invoice the State on an actual cost basis, with no profit or fee, in an amount not to exceed \$60,000.00, for the State share of the Project.

III. MISCELLANEOUS PROVISIONS

1. This agreement shall remain in force and effect until 2 September 1995; provided, however, that this agreement may be cancelled at any time prior to the award of a consultant contract, upon thirty (30) days written notice to the other party.

2. This agreement shall become effective upon filing with the Secretary of State.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

4. The provisions of Arizona Revised Statutes Section 35-214 are applicable to this contract.

5. In the event of any controversy which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes Section 12-1518.

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 South 17 Avenue, Mail Drop 616E
Phoenix, AZ 85007

Yavapai County
County Administrator
255 E. Gurley Street
Prescott, AZ 86301


7. Attached hereto and incorporated herein is the written determination of each party's legal counsel that the parties are authorized under the laws of this state to enter into this agreement and that the agreement is in proper form.

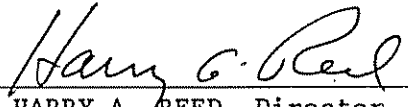
IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

YAVAPAI COUNTY, ARIZONA

STATE OF ARIZONA

Department of Transportation

By 
BILL FELDMER, Chairman
Board of Supervisors

By 
HARRY A. REED, Director
Transportation Planning
Division

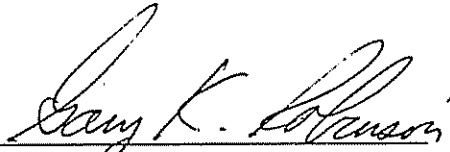
ATTEST

By 
BEV STADDON
County Clerk

RESOLUTION

BE IT RESOLVED on this 8th day of July 1994, that I, the undersigned LARRY S. BONINE, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Transportation Planning Division, to enter into an agreement with Yavapai County for the purpose of defining responsibilities for for the joint participation in a Central Yavapai County Transportation Study.

Therefore, authorization is hereby granted to draft said agreement which, upon completion, shall be submitted for approval and execution by the Director, Transportation Planning Division.

for: 
LARRY S. BONINE
Director

**CERTIFIED COPY OF ENTRY IN OFFICIAL MINUTES
OF THE YAVAPAI COUNTY BOARD OF SUPERVISORS**

YAVAPAI COUNTY)
) ss.
ARIZONA)

Bev Staddon, having been first duly sworn, deposes and says:

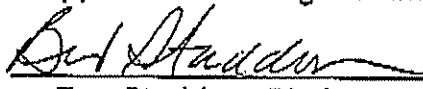
I am the duly appointed, qualified and acting Clerk of the Yavapai County Board of Supervisors and in such capacity under the provisions of ARS §11-241 am charged with the responsibilities, among others, of recording all proceedings of the Board and maintaining custody of such records of the Board as are required by law to be maintained. Among the records of which I have custody is the official minute book of the Board of Supervisors which under the provisions of ARS §11-217 is required to be made and kept.

Set forth below is a copy of an entry in the aforesaid minute book of which, as aforesaid, I am the officer having the legal custody. This is my certificate under the provisions of Rule 44(A), Rules of Civil Procedure, and the Uniform Business Records Act, that the said copy is a true and correct copy thereof, to which I attest by my signature subscribed hereunto:

Date of meeting of which the minutes are a record: August 1, 1994.

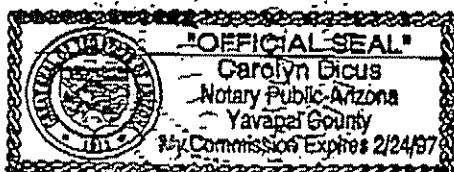
The entry in the said minutes:


Planning & Building Director Mike Rozycki appeared before the Board to request approval of an intergovernmental agreement with the Arizona Department of Transportation for administration of a proposed regional traffic study. Upon a motion by Supervisor Brownlow, seconded by Supervisor Camp, and with no comments from the public, the Board voted unanimously to approve this intergovernmental agreement.


Bev Staddon, Clerk

SUBSCRIBED AND SWORN to before me Aug 16, 1994.

My Commission Expires:




Notary Public

Post-It™ brand fax transmittal memo 7671		# of pages ▶ 1
To Jack Hammit	From Bev Staddon	
Co. ADOT	Co. Yav. Cty B.O.S.	
Dept.	Phone # 771-3209	
Fax # 255-7424	Fax # 771 3257	

94-115

APPROVAL OF THE YAVAPAI COUNTY ATTORNEY

I have reviewed the above referenced proposed agreement between the ARIZONA DEPARTMENT OF TRANSPORTATION and YAVAPAI COUNTY and declare this agreement to be in proper form and within the powers and authority granted to the County under the laws of the State of Arizona.

DATED this 1st day of August, 1994.

By Mr. Paul J. Schmitt

FINAL - 6/30/94

CENTRAL YAVAPAI COUNTY TRANSPORTATION STUDY:

REQUEST FOR STATEMENTS OF QUALIFICATIONS
AND REQUEST FOR PROPOSALS

June 1994

Central Yavapai County Transportation Study

Request for Statements of Qualifications

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- X. Exhibit Two - GSA Form 254
- XI. Exhibit Three - ADOT EEO Report

I. Overview

Statements of Qualifications and proposals are requested to conduct a transportation study for Arizona's Central Yavapai County Region. The study area includes the municipalities of Chino Valley, Prescott, Prescott Valley and unincorporated communities such as Mayer, Dewey, Humboldt, Cordes Lakes, Paulden, as well as the sovereign Yavapai-Prescott Reservation.

Significant portions of the study area have been the subject of relatively recent transportation planning studies. The majority of the study area was the subject of the first small area transportation study prepared by Parsons Brinckerhoff, in association with Dava & Associates in late 1985. The work to be performed pursuant to this RFQ will be an update to previous studies with an emphasis on actual versus projected infrastructure requirements for the forecast, together with an assessment of TSM Alternatives for low capital-intensive projects including public transit. The public transit portion of the analysis is to be integrated with a study commissioned by the Community Transportation Association of America (CTAA) on behalf of the Four County Conference on Development Disabilities (IVCCDD), and the work will build upon detailed access management and operational characteristics studies of the Highway 69 Corridor that are jointly administered by Yavapai County and the Arizona Department of Transportation. In addition, the City of Prescott completed a Prescott Area Transit Study in 1991. All of the previous studies are available for resource purposes.

Lacking is a regional transportation study which examines and integrates the corridor and small area studies, with the principal focus on the roadway system linking these communities together, and Transportation System Management (TSM) Measurements to improve corridor throughput and congestion reduction pending completion of capital improvements. In addition, it is imperative that the study evaluate linkages between the study area and the remainder of the State of Arizona.

The major products of the study will be a five (5) year plan for improvements, a ten (10) year program of projects, and a long-range transportation plan. In formulating the study results, it shall be necessary to incorporate objectives of the transportation elements of the general and specific for the affected jurisdictions.

II. ADMINISTRATION

A Technical Advisory Committee has been established to closely coordinate the study. The following agencies are represented on this Committee:

- o Yavapai County
- o City of Prescott
- o Town of Prescott Valley
- o Town of Chino Valley
- o Northern Arizona Council of Governments
- o Arizona Department of Transportation (Transportation Planning Division)
- o Arizona Department of Transportation (Prescott District Office)
- o Forest Service
- o Tri City Transit Committee
- o Yavapai-Prescott Tribe

The Technical Advisory Committee will review and provide comments on the products of the study. Reasonable comments and requests by the Committee and Project Manager will be incorporated into the final report. Yavapai County Planning Department will administer coordination and completion of the project.

III. SCOPE OF WORK

The results of the work tasks comprising the project will be presented in working papers to be circulated to the Technical Advisory Committee for review and comment. Work tasks will be addressed by the Committee at regularly scheduled meetings. The following are suggested work tasks.

1. **Refine the Work Plan** - To insure that the consultant and the Technical Advisory Committee are in accord regarding the scope of study, the first task will be to present a detailed work plan and project schedule to the Committee for review and comment. This task will include presentation of a map showing the study area boundaries and all major roads and streets to be addressed in the study. The consultant shall refine the preliminary definition of the study area presented in Exhibit 1.
2. **Inventory of Current Conditions** - Necessary background information will be collected and presented to the Committee on current land use patterns, travel behavior, and road and street conditions:
 - o Current land use patterns will be documented and analyzed with attention focused on such key transportation demand variables as population, employment, and special traffic generators.

- o Travel behavior and demand will be documented and estimated. A micro-computer modeling program should be used and the program must be IBM-PC compatible.
- o The consultant will need to interview key city, town and County officials to obtain information describing existing street and traffic conditions. For areas outside the city and town limits, it will be the consultant's responsibility to make the evaluation in conjunction with appropriate agencies and organizations.
- o Information collected should include: jurisdictional responsibility, functional classification, right-of-way, roadway width, number of lanes, pavement type and condition, capacity and ADT's, level of service, traffic control devices, flood protection, drainage, maintenance levels, accident rates and vehicle occupancy rates.
- o Yavapai County; the municipalities of Prescott, Prescott Valley, Chino Valley; the Northern Arizona Council of Governments, Yavapai-Prescott Tribe and the Arizona Department of Transportation will provide, as appropriate, readily available information germane to this study.
- o Yavapai County will provide recent aerial photography of the study area.
- o The Tri-City transit project of IVCCDD will provide public transit data for use in the study. This information shall be integrated as part of the study and shall be presented within Working Paper No. 2. described under Section VII of this RFQ.

3. Future Conditions - Future conditions and infrastructure requirements will be identified for the years 1995, 1998, 2000, 2005, 2010 and 2015. In order to forecast travel demand, future land use patterns will need to be projected. These should be in accord with general land use plans, development plans, population and employment projections.

Land use projections will be translated into travel demands, and potential problem areas will be identified. Functional classification of roadways and TSM measures will be recommended corresponding to travel projections. Suggested improvement actions will be identified; and cost estimates and time schedules developed. Finance alternatives necessary to implement the short, middle and long range plans will be identified.

The above information, along with input from local leaders and the communities, will enable the consultant to document future transportation conditions, infrastructure requirements and transportation issues in the study area.

4. **Special Topics** - Particular emphasis should be directed toward the identification and implementation of appropriate solutions for problems in the following areas.
 - A. Traffic impacts of new development.
 - B. Interior circulation and access within and to the region.
 - C. Identification of potential hazardous locations due to deficiencies involving:
 - o site distance
 - o intersection alignment
 - o street lighting
 - o left turn locations
 - o signing
 - o difficult terrain and/or flooding/drainage constraints impacting future road improvements for new alignments
 - D. Access control measures including traffic controls and other TSM mitigation strategies.
 - E. Financing options to implement transportation plans and programs.
5. **Alternative Action** - Alternative actions to meet short, middle and long range needs will be developed. A list of specific projects to address current problems and short term needs in the next five (5) years will be developed. These projects will be prioritized and linked with financial options.

Middle and long range alternatives will include, but not be limited to: right-of-way acquisitions, new facilities, road widening, traffic control measures, and alternative freight transportation methods and passenger transportation modes.

Alternative short and long-range options will be evaluated by a set of criteria which will include funding prospects, construction costs, public development goals, private development responsibilities, levels of service, accident rates, environmental issues and community support.
6. **Public Input** - Public input will be solicited and documented. This will include interviews with Town, City and County elected officials, representatives of the business community and a minimum of one (1) public meeting or forum will be conducted within each jurisdiction involved in the study process. A minimum of four (4) public forums is expected.

7. Study Products

1. Technical Memo No. 1 presenting:
 - o the study area boundary (approved by the Technical Advisory Committee) as illustrated on the attached map
 - o a detailed scope of work
 - o the project schedule showing all public meetings
2. Working Paper No. 1 documenting existing conditions in the study area.
3. Working Paper No. 2 describing future conditions in the forecast years (2000, 2005, 2010 and 2015).
 - o The Working Paper shall model future conditions with and without changes and/or infrastructure improvements. This activity should clearly identify congestion and travel conditions on regional highways.
 - o Working Paper No. 2 shall discuss implementation strategies in order to effect recommended changes or infrastructure improvements presented by the plan.
 - o Working Paper No. 3 shall discuss possible methods or financing alternatives for implementing the recommended projects.
4. Draft Central Yavapai County Regional Transportation Plan (35 copies).
5. Final Central Yavapai County Regional Transportation Plan (50 copies of color format, if used, one (1) camera ready black & white copy to be distributed to each participating jurisdiction)
6. Two reproducible copies of each working paper and the final Central Yavapai County Regional Transportation Plan.
7. One (1) copy of the data base used for analysis and the associated software package to make future modifications shall be made available to each participating jurisdiction for a separate fee or remuneration.
8. Documentation will consist of integrating the approved working papers and major products into the final report. The final report should be organized so the subjects relating to the consultant's "creativity with transportation as a marketing tool to enhance economic development" will be grouped into priority order. That is, if priority projects "A", "B", and

"C" were implemented, then this would allow the concept to grow, enabling the balance of projects to occur naturally.

Documentation to also include submission of floppy diskettes to the TAC in Word Perfect 5.1 format. Statistical data will be documented on diskettes using either a data base manager and spreadsheet application software which is MS-DOS compatible.

IV. Statement of Qualifications

As a minimum, the Statement of Qualifications should include the following information:

- A. Understanding of regional transportation problems and issues.
- B. Experience and qualifications of your firm and sub-consultants providing services in regional transportation plans similar to those of this project.
- C. List the principals and key personnel to be utilized in this project, their background and their recent experience in a project comparable to the proposed project.
- D. List the name of three (3) public agencies that can be used for references on recently completed regional transportation planning projects, along with their telephone numbers.
- E. Current workload and ability to perform on this project if selected.
- F. Location of the firm in relation to the project.
- G. Demonstrated ability to meet schedules or deadlines.

EVALUATION AND SELECTION PROCESS

Statements of Qualifications will be reviewed by members of the Study Technical Advisory Committee. Selection will be based on an evaluation of consultant's response using the above criteria. Proposals will be solicited from the top candidates based on responses to the request for proposal and materials contained therein.

V. Proposal Content

Note: Only required of selected consultant after review of Statement of Qualifications

1. Identification - A title sheet or equivalent which includes a short title for the proposed study; names and business addresses of the organization that will conduct the work;

name, title, mailing address and telephone number of the principal investigator.

2. **Table of Contents**

3. **Problem Statement** - A clear, concise statement of the problem to reflect the proposer's understanding of the issues to be studied.

4. **Objectives of the Study** - These are the technical objectives upon which the project team is to focus attention and upon which study efforts are to converge. The objectives should identify clearly and concisely the products of the contract. The objectives stated in the proposal should reflect the proposer's intent, creativity and understanding of the objectives.

5. **Project Work Plan** - This is the most important element of the proposal. The work plan should describe fully the study's tasks, including the submission of an acceptable final report and an executive summary. It should define the proposed approach as clearly as possible. The study methodology should be described in sufficient detail to permit an objective evaluation of the proposal. The work plan should be subdivided into the following sections:

A. **Introduction** - Set the stage for the presentation of the study plan.

B. **Study Approach** - Describe how the objectives will be achieved through a logical plan. The contribution of each team member should be identified in a table as follows:

(1) The names of the research team members.

NOTE: Any change in the research team at any time must have the prior approval of the Project Manager.

(2) Role of each team member.

(3) Identify each team member's commitment to this project as a percentage of his/her total workload at the consultant firm. (Assume one person-month = 174 hours.)

(4) The number of hours each team member will spend on each task of this project.

(5) The hourly rate for each team member and the total cost attributed to each team member and task.

(6) Show the organizational chart for the study and identify the project manager.

- C. Presentation of Anticipated Products -** Show how the results of the study will be reported and presented.
- D. Qualifications and Experience -** State the relevant qualifications and experience of each project team member.
- E. Facilities and Equipment Available -** Include the location of the base of operation for this study.
- F. Work Time Schedule -** Provide bar type progress charts to illustrate the scheduling and interrelationships among the major study tasks.
- G. Personnel and Budget Estimates -** Provide a summary tabulation showing the staffing plan, and costs for the study. The payments to the consultant will be based on a lump sum method of compensation. Consultant shall provide a detailed budget estimate, including the following:
- (1) The cost of personal services, broken down by hourly direct salaries and estimated hours.
 - (2) Overhead costs as a percentage of direct salaries.
 - (3) Other direct costs such as travel, lodging, meals, sub-contracting, computer time, report printing, etc.
 - (4) Consultant's fee or profit.
- H. Progress Reporting Procedures -** Indicate the format of the monthly reporting procedure to which the project team will adhere. The monthly progress report with an updated schedule should be limited to two pages. It should include at least the following:
- (1) Progress made in terms of the specific activities that were completed.
 - (2) Information generated.
 - (3) Contacts made.
 - (4) Summary of task reports.
 - (5) Percentage of the study completed.
 - (6) Costs incurred.
 - (7) Next month's activities.
- I. Cooperative Features -** If assistance in the form of personnel, data, or equipment is required from other organizations, the proposal must describe the plans,

including letters of commitment for obtaining such help or information.

- J. **Relevant experience and References** - Describe the consultant firm's experience in performing studies similar to that anticipated by this Request for Proposals. Include the following:

- (1) Inclusive project dates.
- (2) Name and address of the organization from whom the project was performed.
- (3) Name and telephone number of an individual in the client's organization who is familiar with the study.
- (4) A short description of the study.

- K. **Study Area Map** (Exhibit I)

- L. **GSA Form 254** (Exhibit II) (To be attached)

- M. **Arizona Department of Transportation EEO Report** (Exhibit III) (To be attached)

- N. **Notification of Any Potential Conflict of Interest**

6. **Appendices** - The appendices may include a detailed resumé of each team member, abstracts of previous similar studies, or any other information which may be useful to the Technical Advisory Committee in evaluating the firm's proposal.

The proposal shall be signed by a representative or office authorized to bind the offeror. Individuals of the offering organization authorized to negotiate a contract based on the proposal shall be identified by name, title, address and telephone number. Ten (10) copies of the proposal shall be submitted.

The contract will be considered complete upon acceptance of the final Central Yavapai County Transportation Study by Yavapai County and the Arizona Department of Transportation.

VI. Compensation

All work and the study's products shall be completed to the satisfaction of the Yavapai County Project Manager based on recommendation by the Technical Advisory Committee.

Progress payments will be made monthly upon request submitted by invoice following satisfactory review by the Project Manager and the Technical Advisory Committee.

Ten (10) percent of the consultant's billing will be withheld pending official acceptance of the final report by the Project Manager and the Technical Advisory Committee.

VII. Selection Process (Proposal Only)

In addition to the items covered in the study objectives and proposal content noted above, the following criteria will be considered in evaluating the proposals.

1. Responsiveness to the information and details contained within the scope of work.
2. Consistency of the work plan with the study objectives.
3. Familiarity with the needs of the communities within the study area.
4. The education and experience of the project team.

Each proposal submitted for consideration will be evaluated by the Technical Advisory Committee. The Committee reserves the right to call for oral interviews the top candidates prior to award.

VIII. PROPOSAL SUBMISSION

The deadline for submittal of proposals to the _____ is _____ P.M. on _____, 199_. Ten (10) copies of the proposal, with the consultant qualifications and technical information sealed separately from the price proposal, are to be provided to:

Yavapai County Planning & Building Department
255 E. Gurley Street
Prescott, Arizona 86301

The request for proposals is available from the office of Yavapai County Planning & Building Department at no cost. Questions concerning the request for proposals should be directed to:

TECHNICAL ADVISORY COMMITTEE

Jack Utter, Planner Yavapai-Prescott Tribe 530 East Merritt Prescott, Arizona 86301	445-8790 FAX 778-9445
Joe Weidman, Planning Director NACOG 119 East Aspen Avenue Flagstaff, Arizona 86001	774-1894 FAX 773-1135
Mark Stevens, City Manager City of Prescott P.O. Box 2059 Prescott, Arizona 86302	445-3500 FAX 776-6255
Foster Thrift Engineering Service Director City of Prescott P.O. Box 2059 Prescott, Arizona 86302	445-3500 FAX 776-6255
Monty Stansbury Community Services Director City of Prescott P.O. Box 2059 Prescott, Arizona 86302	445-3500 FAX 776-6255
Larry Tarkowski, Public Works Director Prescott Valley Town Hall P.O. Box 5456 Prescott Valley, Arizona 86312	772-5209 FAX 778-0850
John Richeson, Director Tri-City Transit Clearinghouse P.O. Box 3262 Prescott, Arizona 86302	778-3391 FAX 778-0298
Annette Rodenberg, Traffic Analyst District 3 ADOT P.O. Box 791 Prescott, Arizona 86302	778-1180 FAX 445-1175
Jack Shambaugh, Planner 206 South 17th Avenue Phoenix, Arizona 85007	255-8141



STATE OF ARIZONA

OFFICE OF THE ATTORNEY GENERAL

1275 WEST WASHINGTON, PHOENIX 85007-2926

GRANT WOODS
ATTORNEY GENERAL

MAIN PHONE : 542-5025
TELECOPIER : 542-4085

INTERGOVERNMENTAL AGREEMENT
DETERMINATION

A. G. Contract No. KR94-1687-TRN, an agreement between public agencies, has been reviewed pursuant to A.R.S. §11-952, as amended, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona.

No opinion is expressed as to the authority of the remaining parties, other than the State or its agencies, to enter into said agreement.

DATED this 15th day of August, 1994.

GRANT WOODS
Attorney General

JAMES R. REDPATH
Assistant Attorney General
Transportation Section

JRR:lsr
8577G